

6 MAY 2003



Command Instruction

**ENLISTED GRADE AND AFSC
MANAGEMENT**

NOTICE: This publication is available digitally on the HQ AFMC WWW site at:
<https://www.afmc-mil.wpafb.af.mil/pdl/>

OPR: HQ AFMC/XPMR (Cliff Hensel)

Certified by: HQ AFMC/XPM
(Col David L. Taylor)

Pages: 3

Distribution: F

This instruction provides guidance and procedures for managing enlisted grades and Air Force Specialty Codes (AFSCs). This instruction applies to all AFMC organizations. It does not apply to the Air National Guard or US Air Force Reserve units and members.

1. Overall Policy : It is AFMC policy that enlisted grades and AFSCs are managed with input from our Functional Area Managers (FAMs). There are primarily two opportunities to impact grade allocation within AFMC: a biennial grade allocation exercise; and fact-of-life adjustments that occur between biennial exercises. The biennial grade allocation exercise provides the opportunity for FAMs to propose needed adjustments in the Manpower Data System (MDS) to achieve compliance with the Career Progression Group (CPG) factors provided by the Air Force Manpower and Innovation Agency (AFMIA). Between exercises, FAMs and field activities work together to implement adjustments required to facilitate mission accomplishment. Field activities will coordinate proposed enlisted grade or AFSC change requests with the appropriate FAM(s) and submit them to local manpower offices. FAM initiatives will be coordinated with the involved field activities, who will submit them to local manpower offices. In either case, upon validation of the requirement for the change, the manpower office will update MDS. For HQ AFMC actions, FAMs and headquarters offices will work change proposals with XPM. For all these cases, agreement is required from both the FAM and the field activity (or HQ office) before the manpower office will be asked to update MDS. Disagreements will be resolved through the applicable chain of command at the lowest level possible. Should it be necessary, AFMC/CV will resolve disagreements. It is incumbent upon all parties to respond expeditiously to change proposals. The following procedures are ONLY for enlisted grade and AFSC changes. Other actions involving enlisted authorizations are outside the bounds of this Instruction .

2. Responsibilities For Managing Enlisted Grades.

2.1. HQ AFMC/XPM:

2.1.1. Establish and administer AFMC policy governing the processes whereby available enlisted grades are distributed and changed throughout the command.

2.1.2. Upon receipt of the factors developed by AFMIA for the biennial exercise: provide to the FAMs a product that shows current grade distribution by CPG across AFMC Centers, as well as the CPG factors and the resulting command allocation; receive proposed grade distributions from FAMs; consolidate inputs; provide to each Center XPM/MO data showing FAM recommendations for their resulting grades by CPG.

2.1.3. Between grade exercises, receive copies of implemented change requests, track process times, and keep quarterly data for analysis purposes.

2.1.4. Periodically provide information from MDS to FAMs to assist them in continuing grades management .

2.2. Center XPM/MOs (and HQ AFMC/XPMR):

2.2.1. Forward to Center functional offices the grade/AFSC changes proposed by FAMs during the biennial exercise. HQ AFMC/XPMR will work directly with FAMs for changes within HQ AFMC.

2.2.2. Validate requirements for proposals for grade/AFSC changes (AFMC Forms 22/23). Any MDS request (including Center zero-balance) that would result in a change or in establishment of a new grade or AFSC must show FAM agreement. Return without action any request not indicating agreement between the local functional office and the involved FAM(s). All Special Program requests must be validated through HQ AFMC/DRJX. If unable to validate the requirement for a proposed change which has the agreement of both the local functional office and the appropriate FAM(s), resolve through the local chain of command. Forward copies of forms for completed actions to HQ AFMC/XPMR.

2.2.3. Inform Center functional offices whenever an Air Force-mandated AFSC conversion requires a choice among new AFSCs which are replacing retired AFSCs. These are indirect conversions, and FAM agreement is required for MDS update. Direct conversions, straight one-for-one replacements, do not require FAM agreement.

2.3. Functional Area Managers:

2.3.1. During the biennial grades exercise use the data product provided by HQ AFMC/XPM to develop a recommended distribution of available grades for each CPG across the Centers. FAMs may trade grades with other FAMs or, through HQ USAF, with other MAJCOMs. Any recommended changes of AFSC during the grades exercise must be fully coordinated with all involved FAMs. Provide the resulting product, including documentation of trades, to HQ AFMC/XPM for consolidation. Review reclaims from Centers. Work through functional channels to resolve at the lowest possible level. Coordinate proposed Special Program changes through HQ AFMC/DRJX.

2.3.2. Between exercises, review Center proposals for grade/AFSC changes (including indirect AFSC conversions) and provide recommendations. Prior to final input/action ensure all proposals are coordinated with HQ AFMC/DPMA. When out of the office, make arrangements for expeditious review, either by checking e-mail regularly or by designating an alternate POC in the office. Reviews should be accomplished within two weeks. Coordinate proposed Special Program changes through HQ AFMC/DRJX. Disagreements will be resolved through the appropriate chain(s) of command at the lowest possible level.

2.3.3. Forward recommended grade/AFSC changes between exercises to the involved Center functional office using AFMC Form 23. Proposed changes should zero-balance within AFMC (or within USAF if trading with another MAJCOM), and should be within the limits defined by the most current CPG factors. If multiple CPGs are involved, full FAM coordination is required. Coordinate proposed Special Program changes through HQ AFMC/DRJX. Disagreements will be resolved through the appropriate chain(s) of command at the lowest possible level.

2.4. Center Functional Offices:

2.4.1. Informal discussion of proposed enlisted grade and/or AFSC changes (including indirect AFSC conversions) with the involved FAM(s) is encouraged before initiating formal action via AFMC Form 22. Proposals should zero-balance, either within the Center, or within AFMC (full coordination of other Center(s) required), and must include rationale. If the proposal includes Special Programs authorizations, include the "SP Code" in the "OTHER" column on AFMC Form 22. Disagreements will be resolved through the appropriate chain(s) of command at the lowest possible level.

2.4.2. Review FAM proposed grade distribution (during grades exercise), and other recommended changes between exercises, and work with Center XPM/MO to implement in MDS or reclama. Disagreements will be resolved through the appropriate chain(s) of command at the lowest possible level .

2.5. HQ AFMC/DRJX:

2.5.1. Review FAM and Center proposed changes to Special Program authorizations. This includes both the biennial exercise and on-going grade and AFSC management proposals. This review should be accomplished within three business days.

2.5.2. HQ AFMC/DRJX initiated change proposals will be submitted (AFMC Form 32) to the appropriate FAM(s) for coordination and forwarding to the Center functional office .

2.6. HQ AFMC/DPMA:

2.6.1. Develop and maintain a listing of FAMs. This information must be available throughout AFMC so that Center functional offices can contact the appropriate FAM(s) when considering an enlisted grade or AFSC change.

2.6.2. Respond to FAM information requests required by paragraph 2.3.2. HQ AFMC/DPMA shares responsibility with the FAMs for consideration of all relevant aspects of proposed changes.

LESTER McFAWN, SES, DAF
Deputy Director of Plans and Programs